# GPRA Interview Data Entry - Provider Connect

## Logging in

Start by entering the web address https://ecurapc.bpahealth.com in the address field of Internet Explorer.

Click on ENTER to log in to ProviderConnect

Enter website address

Click 'Enter' to start your ProviderConnect Session
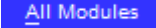
Enter your 'name' and 'password' that has been provided by BPA.

Click on the ⒺＮＴＥＲ button to log in.

Log in with your username and password and click 'Enter'
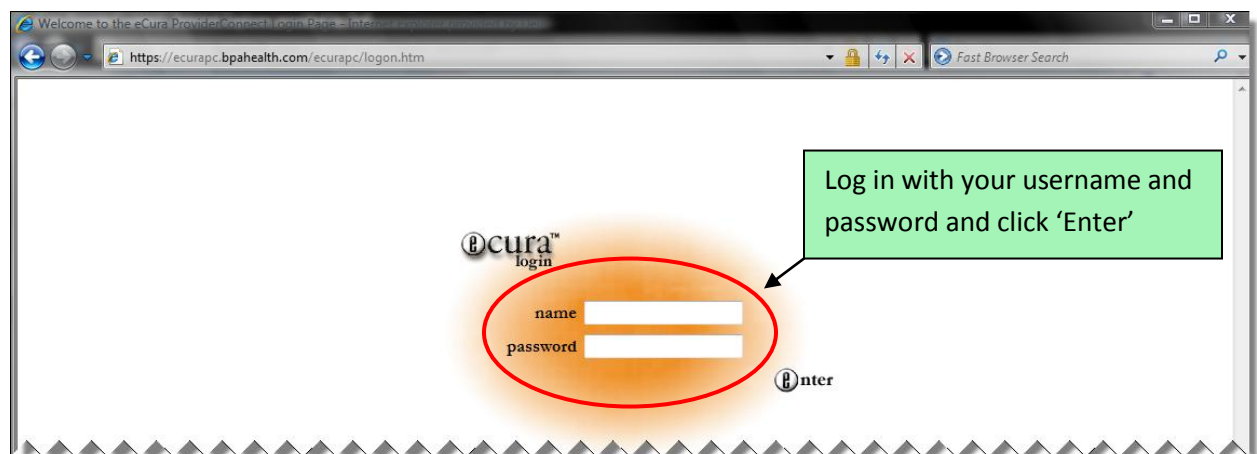
## Member Search

Once logged on you will come to the 'Welcome' screen. From the **All Modules** menu, choose 'Membership' to search for the client you are entering GPRA data for.
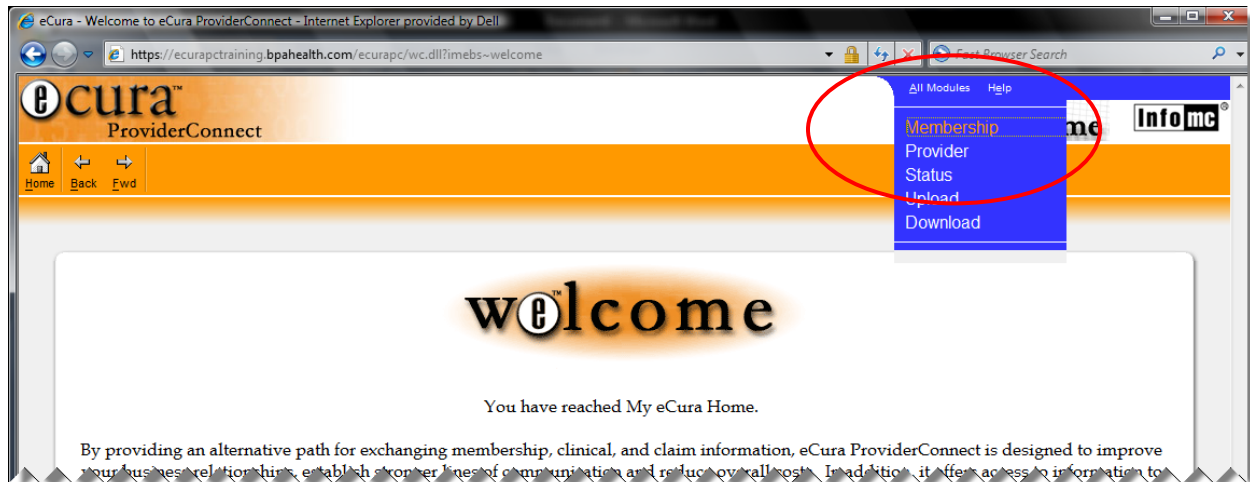


From the 'Member Search' screen, enter information on the client you are searching for. BPA recommends that you search by the BPA Client ID Number using the 'ID' field.

Click on the **Search** button to find your client.

From the search results, click on the client name to enter the client record.



# Entering a new event

From the 'Member Summary' screen, click on **Modules** and choose 'Clinical Event'

The Clinical Event Screen shows existing events and who they were entered by.
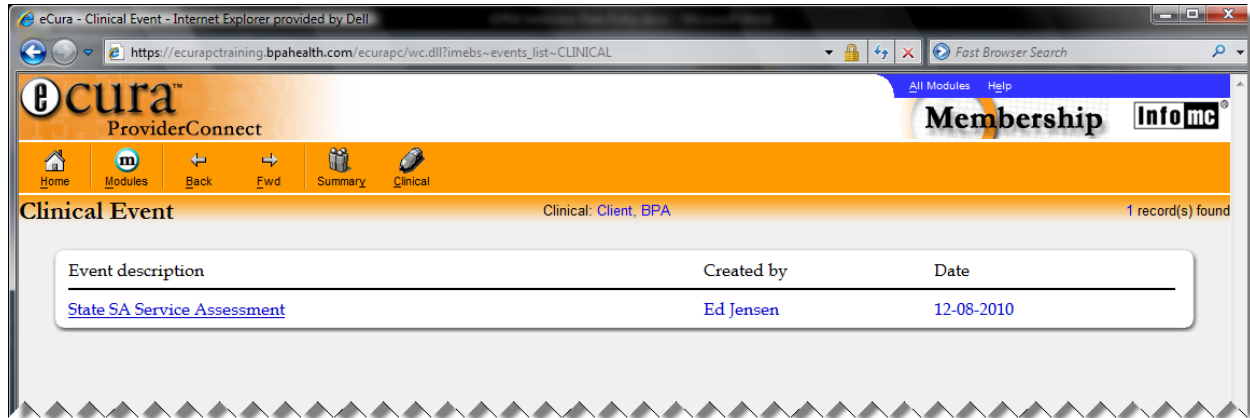


From the Clinical Event list, you can view, print and edit existing events.

Click on the  button to add a new event.



Choose the Event Type State Substance Abuse
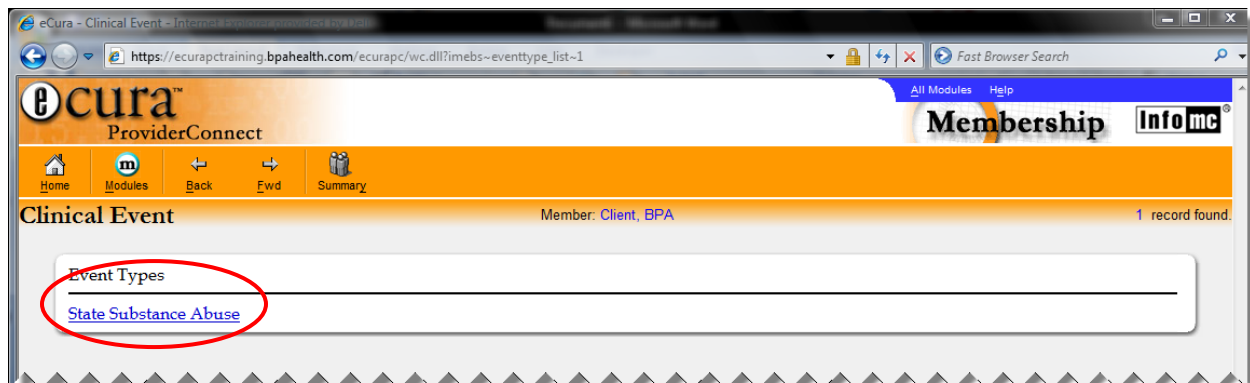
From the Event List, choose the event that you want to enter:

- [GPRA Intake Interview (ATR III)](#)
- [GPRA 6 Month Follow-Up Interview (ATR III)](#)
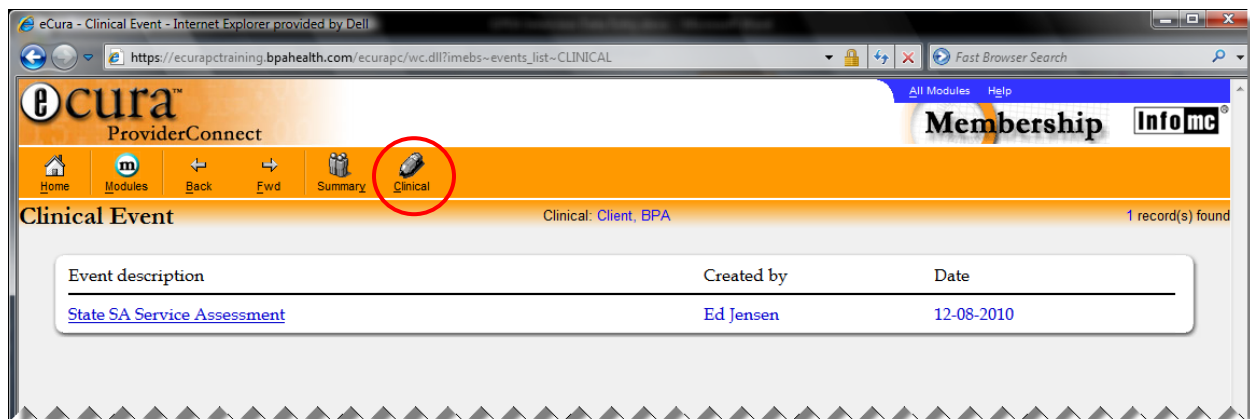- [GPRA Discharge Interview (ATR III)](#)
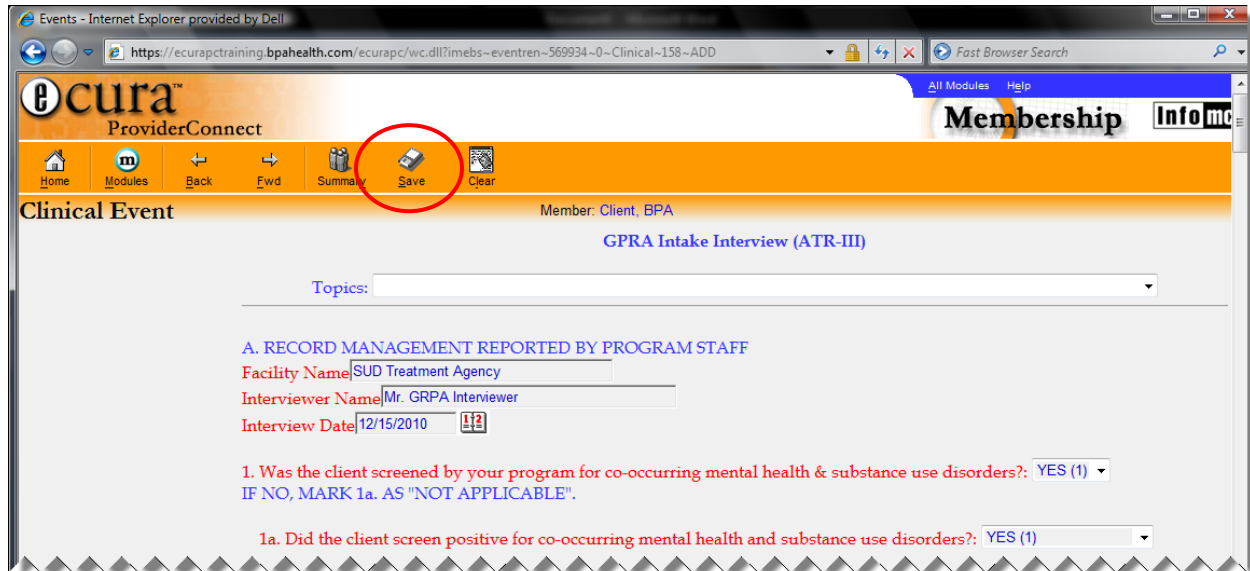


Enter data into the GPRA Event (all fields must be complete in order to submit GPRA to BPA)

Once the GPRA Event is complete, click on  to submit to BPA



A message asking if you are sure that you want to save this data and submit the event will appear.

Click 

Completed Event will then be shown in 'Edit Mode'
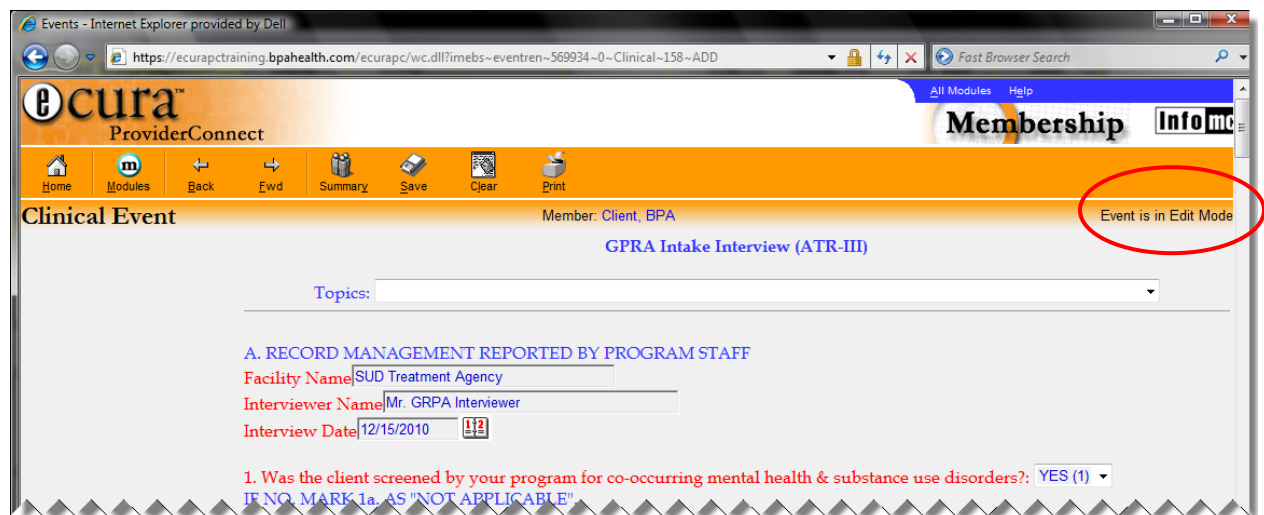


## Retrieving GPRA Acceptance/Rejection Notices

From anywhere on the site, open the **All Modules** menu and choose 'Download'

The Download Module will contain a folder for GPRA Notices. Click on the folder **GPRA NOTICES** to open
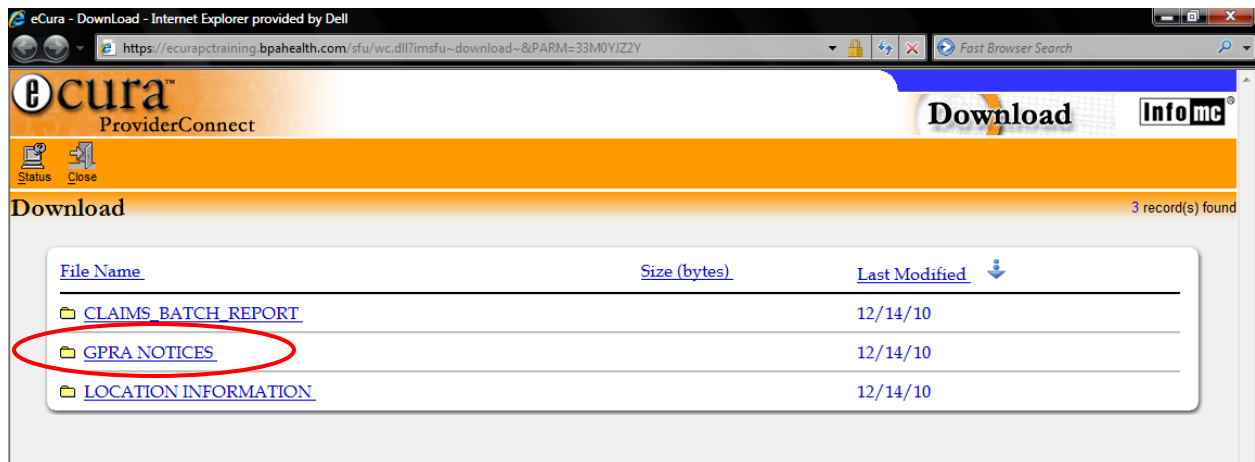


The **GPRA NOTICES** folder will contain folders for **ACCEPTED GPRA** and **REJECTED GPRA**
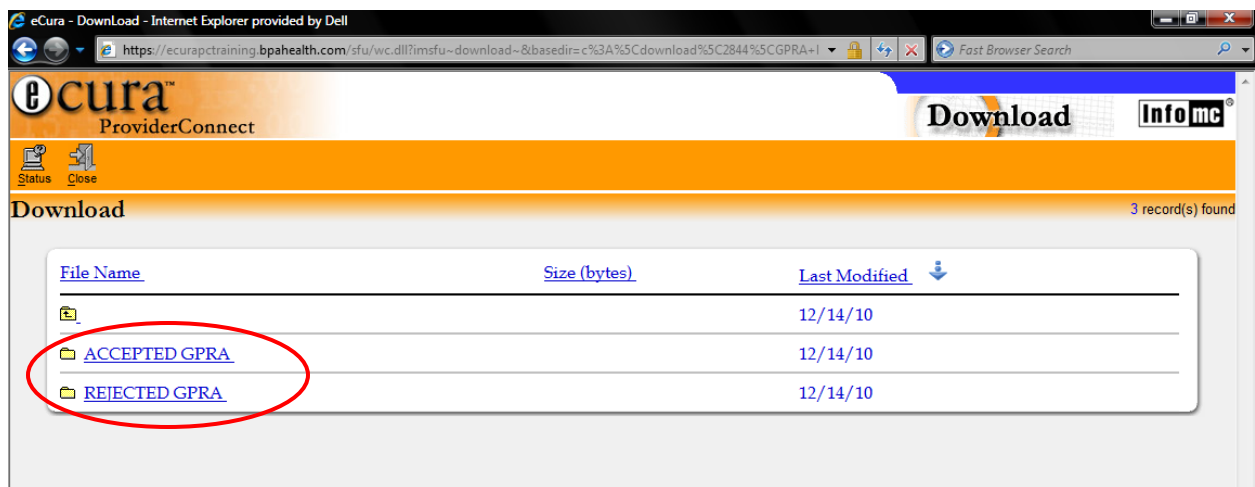
The **ACCEPTED GPRA** folder will contain notices of provider submitted GPRA Interviews that have been accepted:



**GPRA Intake Interview Submission**
**ACCEPTED**

12/7/2010

Dear Provider:

Thank you for the submission of the GPRA Intake Interview for the client listed below.  It has been validated and accepted by our system.  We have identified the timelines for the next GPRA Submissions for this client.  Please keep this for your records to identify the next submission needed.

GPRA's submitted and accepted within the required timelines will be processed for payment.
Notification will be posted to you remittance advice.  Claims related to accepted GPRA's will be processed by the claims department within the normal 30 day time frame from date of receipt.
Please do not edit or change this event now that it has been accepted.  Doing so could result in a rejection of this submission and delay payment.
Should you have any questions, please feel free to contact the Client Services Center at 800-922-3406.

Sincerely,
Business Psychology Associates

**Client Name:**   GPRA TEST                                      **Client ID:**    55698

**GPRA Intake Interview Date:**    12/6/2010

**GPRA 6 Month Follow-up Status Interview Timelines:**

| Earliest Submission Date: | Submission Due On: | Latest Submission Date: |
| --- | --- | --- |
| 5/6/2010 | **6/6/2010** | 8/6/2010 |

**Note: Accepted GPRA notice includes timeline for 6 Month Follow-Up GPRA**

The **REJECTED GPRA** folder will contain notices of provider submitted GPRA Interviews that have been rejected:

**GPRA Intake Interview Submission**
**REJECTED**

12/7/2010

Dear Provider:

Thank you for your recent submission of the GPRA Intake Interview for the client listed below.  We are unable to process this submission due to the following data collection errors.

Please edit and correct the errors listed below.  Only GPRA's submitted and accepted within the required timeline will be processed for payment.

Should you have any questions, please feel free to contact the Client Services Center at 800-922-3406.

Sincerely,

Business Psychology Associates

**Client Name:**   GPRA TEST                                         **Client ID:**    55698

**GPRA Intake Interview Date:**        12/6/2010

| Section # | GPRA Question | Data Submitted | Reason Rejected |
|---|---|---|---|
| B2.c1 | Route of Administration (Heroin) | NOT APPLICABLE (-1) | N/A not valid selection if Number of Days of Use greater than 0. |
| C5 | [IF NOT MALE] Are you currently pregnant? | NO (0) | If Client is not Female in Demographics (A1) this must be "Not Applicable". |
| E4 | In the past 30 days, how many times have you committed a crime? | 12 | Amount too low - Amount must be greater than or equal to days of use in Illegal Drugs (B1.c). |

**Note: Rejected GPRA notice will give detailed reasons for rejection.**

## Editing Events

GPRA submissions that receive a REJECTED GPRA notice will need to have the rejection details corrected.
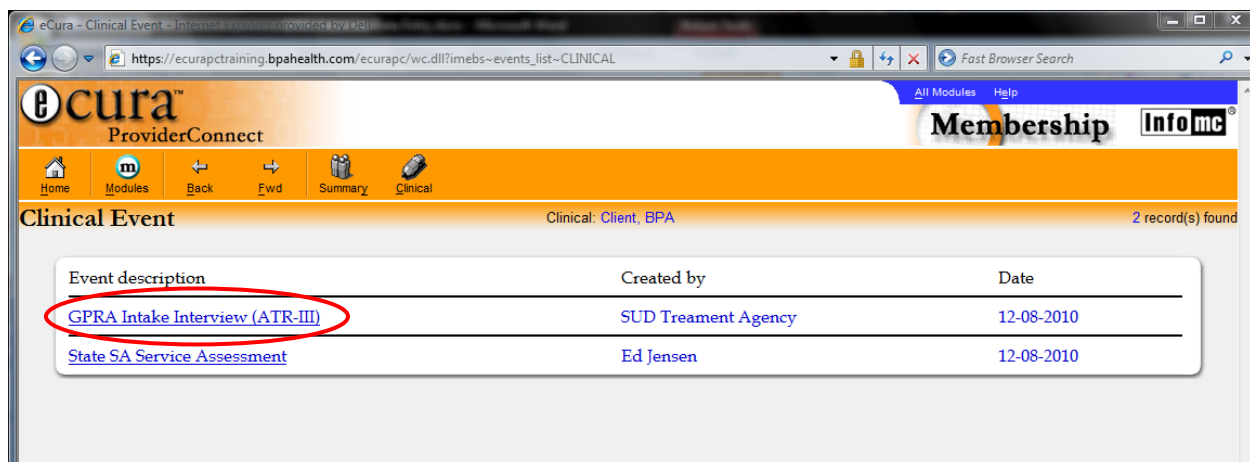
From the Member Summary screen, click on  and choose 'Clinical Event'
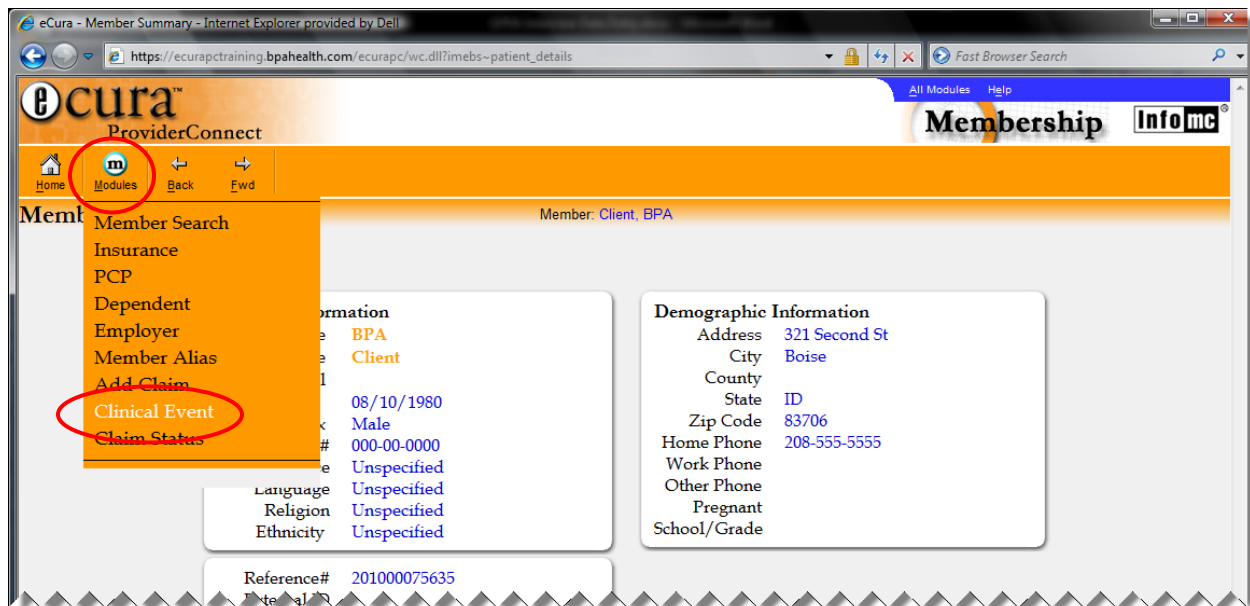


Clinical Event screen lists existing events.
Click on the event you wish to edit

- You can scroll through the event to find the question(s) that need corrected.
- You can also use the 'Topics' dropdown box to navigate through the GPRA questions.
- Locate the questions that need a correction and make the appropriate edits.
- Click [Save] to save the changes you have made.



*After you edit and save your event you will receive another notice telling you if your edited GPRA submission has been accepted or rejected.

If you receive an ACCEPTED GPRA notice you are finished with entry of the current GPRA Interview.

If you receive another REJECTED GPRA notice you will need to edit the event again until you receive notice that it has been accepted.

You are done!